

STANDARD FACILITY REPORT -- UNITED STATES

Registrars Committee of the American Association of Museums

Adopted 1998

Borrowing Institution Profile

Name of Borrowing Institution/Loan Venue	Hibulb Cultural Center and Natural History Preserve
Contact Person	Melissa Parr
Title	Senior Curator Alternate Contact: Tessa Campbell, Collection Manager
Mailing Address	6410 23 rd Ave NE Tulalip WA 98271
Street Address	SAME as museum
Shipping Address	SAME as museum
Telephone Number	360-716-2639
Fax Number	360 716-0027
E-mail Address	mparr@tulaliptribes-nsn.gov
World Wide Web URL	
Purpose of Loan/ Exhibition Title	36CFRpart 79
Dates at Loan Venue	

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NOTICE

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INSTITUTION NAME: Hibulb Cultural Center and Natural History Preserve

Please attach a floor plan of the museum, indicating:

- where borrowed object(s) will be displayed
- receiving area
- location of reception areas
- location of portable fire extinguishers, fire suppression and detection systems

Floor plan attached

☒ Yes

☐ No

Please indicate the system of measurement used to report dimensions and weight capacities for your museum:

☒ English measure (feet, inches, miles, etc.)

☐ International System of Units (IS) (meters, centimeters, kilograms, kilometers, etc.)

1. GENERAL INFORMATION

1.1 Is your institution currently accredited by the American Association of Museums?

☐ Yes

☒ No

If yes, date of most recent accreditation decision _____

1.2 Check the type(s) that best describe your institution:

☐ Museum (non-profit)

☐ Aquarium

☐ Arboretum/Botanical Garden

☐ Art

☐ Children's/Youth

☐ General

☐ Historic House

☒ History

☒ Natural History/Anthropology

☐ Nature Center

☐ Science

☐ Zoo

☐ Other (specify)

☐ University

☐ Museum or Gallery

☐ Student Center/Union

☐ Library

☐ Department ____

☒ Cultural Organization

☒ Library

☐ Religious Institution

☐ Civic/Exhibition Center

☐ Fair Building

☒ Other (specify) Archeological Repository

☒ Other (specify) Tulalip Tribe

GENERAL INFORMATION (cont.)

Geographic Profile

Contact your local fire department and/or municipal building department for assistance in answering questions 1.3 through 1.6.

1.3 Is your building located in an earthquake or earth movement prone zone? ☐ Yes ☒ No

Please consult the map in the printed report to determine the number corresponding to the area in which your building is located. Use the blank below to indicate the seismic zone number listed on the map.
Seismic Zone

1.4 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? ☐ Yes ☒ No

If so, what is the flood rating for your building?

Explain rating method:

1.5 Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? ☐ Yes ☒ No

If yes, is your building equipped with working storm shutters? ☐ Yes ☒ No

If yes, what types of shutters?

1.6 Is your institution in a designated brush zone? ☐ Yes ☒ No

Staff and Major Contractors

1.7 Use the matrix below to provide information on key museum staff members who will work with temporary or traveling exhibitions. Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full- or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

POSITION	NAME	TITLE	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESSES	EMPLOYMENT STATUS (F/T, P/T, Contractor)
Director (Chief Exec. Officer)	Hank Gobin	Director		none	F/T
Security Supervisor	TC Townsend	Head of Security		TCtownsend@tulaliptribes-nsn.gov	F/T
Registrar I	Lita Mower	Librarian.		ljmower@tulaliptribes-nsn.gov	F/T
Registrar II	Joy Lacy	Historic Records		jlacey@tulaliptribes-nsn.gov	F/T
Shipping/Receiving Officer	Melissa Parr	Senior Curator		mparr@tulaliptribes-nsn.gov	F/T
Curator I	Melissa Parr	Senior Curator		same as above	
Curator II	Specialty: Museum Operations Tessa Campbell	Collections		tcampbell@tulaliptribes-nsn.gov	F/T
Conservator I	Specialty: Collections Management Dana Senge	Contracted		dana@dkscconservation.com	Contractor
Conservator II	Specialty:				
Customs Broker	Specialty:				

2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

General

2.1 Please indicate the dates your original building and any subsequent additions were completed. Use an "x" to indicate the gallery/areas where loan items will be stored and displayed.

	Date of Completion	Loan Item Storage Area	Loan Item Display Area
Original Building	2007	Collections storage	None
Addition 1 <u>Museum</u>	2010	Exhibition Prep	Main and Temporary Gallery
Addition 2			
Addition 3			

2.2 What type of building materials were used for your original building?
[Indicate "x" where appropriate]

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/ Carpet	Other (specify)
Exterior Walls			x		x	x		x		
Interior Walls			x					x		sheet rock
Floors			x							
Ceilings			x							sheet rock
Structural Supports			x			x		x		

What type of building materials were used for subsequent additions? Attach an additional sheet if necessary. [Indicate "x" where appropriate]

Addition 1	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/ Carpet	Other (specify)
Exterior Walls			x		x	x		x		
Interior Walls					x	x		x		
Floors			x						x	
Ceilings						x				sheet rock
Structural Supports			x			x		x		

2.3 Indicate ("x") the most appropriate description of your building and any additions. Contact your local fire department or municipal building department for assistance, if necessary, in answering this question.

	Type I -- Fire Resistive	Type II -- Non-Combustible	Type III -- Ordinary	Type IV -- Heavy Timber	Type V -- Wood Frame
Original Building	x				
Addition 1					
Addition 2					
Addition 3					

If your original building or any additions are Type I -- Fire Resistive, is there a sprayed-on fire retardant?

☐ Yes

☒ No

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.4 Are all structures free-standing?

☒ Yes

☐ No

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how museum access is restricted/monitored:

2.5 Are you undergoing renovation at this time?

☐ Yes

☒ No

2.6 Do you anticipate any construction or renovation projects during the proposed loan period?

☐ Yes

☒ No

If yes, explain:

2.7 How many floors does your building have? 1

If more than one floor, indicate mode of access between levels:

☐ Stairs

☐ Elevator

☐ Other (*specify*)

Are floors divided by three-hour fire doors?

☐ Yes

☐ No

Temporary Exhibition Space(s)

2.8 Indicate the layout of your temporary exhibition area(s):

☐ One large room

☒ Series of small rooms

☐ Other (*specify*)

2.9 What is the load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?
200 lbs/sq ft

2.10 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.?

☐ Yes

☒ No

If yes, describe:

2.11 Are the temporary exhibition areas used only for viewing?

☒ Yes

☐ No

If no, what other function(s) do they serve?

2.12 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas?

☒ Yes

☐ No

If yes, describe: Fire sprinklers: compliant with NFPA publication 909 Standard for Fire Protection of Cultural Property and 914, Standard for Protection of Historic Structures.

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.13 Do you have a modular wall partition/panel system?

☐ Yes

☒ No

If yes, indicate means of support:

☐ Supported at floor and ceiling

☐ Supported only at floor

Indicate the materials used in construction: _____

2.14 Describe the type and location of public activities that take place in your building, other than exhibitions:
Lectures, meals, classes, concerts

Do these activities take place in temporary exhibition galleries?

☐ Yes

☒ No

2.15 Are eating and drinking ever permitted in:

Temporary exhibition galleries?

☐ Yes

☒ No

Temporary exhibition storage?

☐ Yes

☒ No

Receiving area?

☐ Yes

☒ No

Temporary exhibition preparation area?

☐ Yes

☒ No

If yes, please explain:

2.16 Do you make routine inspections for rodent, insect and microorganism problems?

☒ Yes

☐ No

If yes, describe means and frequency: By contract, monthly

2.17 Do you undertake routine extermination/fumigation procedures?

☐ Yes

☒ No

If yes, describe methods, products used, and frequency:

Describe what course of action you would take if and when an infestation occurs: Isolate the area and/or material, freeze infested material, contact contracted pest control to identify and remove, monitor area after treatment.

2.18 Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedures, and checking of equipment: Lamp replacement by professional staff on electric lift; floor cleaning by contract cleaners; case cleaning if required by professional staff; daily or more frequent check of equipment by professional staff. Volunteers and security staff report cleanliness problems as noticed.

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

Shipping and Receiving

2.19 What are your normal receiving hours? 8:00 am - 4:30 pm

2.20 Can you accommodate a delivery at times other than these hours? ☒ Yes ☐ No

2.21 How are large shipments received? By Security and Exhibits staff at loading dock; trailer backed into dock, cab off, doors closed, shipment unloaded

2.22 What is the largest size vehicle your loading area will accommodate (if it pertains to the loan objects in question)? 45'

2.23 Do you have (or have access to) the following? Please "x" all that apply and provide requested details, if they relate to the loan item(s) in question.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Shipping/receiving door | (dimensions: H <u>11'10"</u> W <u>10'0"</u>) |
| <input checked="" type="checkbox"/> Raised loading dock | (height from ground: <u>4'0"</u>) |
| <input checked="" type="checkbox"/> Dock leveler | |
| <input checked="" type="checkbox"/> Forklift | (weight capacity: <u>2,475</u>) |
| <input checked="" type="checkbox"/> Hydraulic lift | (weight capacity: <u>15,000 lbs</u>) |
| <input type="checkbox"/> Crane | (weight capacity: <u> </u>) |
| <input type="checkbox"/> Ramp | (length: <u> </u>) |
| <input type="checkbox"/> Scaffolding | (height: <u> </u>) |
| <input type="checkbox"/> Other | (specify: <u> </u>) |

2.24 What is the maximum size crate your shipping/receiving door can accommodate?
(H 11' 9 1/2" W 10' 0" D 12' 2")

2.25 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments? (*Describe loading area and indicate on attached floor plan*)

2.26 Is your loading area: ☐ Sheltered ☒ Enclosed ☐ Neither

2.27 Describe security precautions taken in your loading area: Security station located at loading dock; external door routinely secured while truck is open; loading dock exterior doors and exterior area monitored by video camera 24/7

2.28 Do you have a secure receiving area separate from the loading area? ☒ Yes ☐ No
(Dimensions: L 42' W 32' Ceiling H 11')

If yes, is this area used only for exhibition objects? ☒ Yes ☐ No

If not, please describe other uses.

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.29 How is access to the receiving area controlled? Locked, alarmed overhead door to loading dock plus locked doors to area (require both key and electronic card access)

2.30 Where do you usually unpack/repack/prepare objects for exhibition? *(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.)*

- | | |
|---|--|
| <input type="checkbox"/> Receiving room | <input checked="" type="checkbox"/> Exhibition galleries |
| <input checked="" type="checkbox"/> Exhibition preparation room | <input type="checkbox"/> Storage area |
| <input type="checkbox"/> In-house packing facility | <input type="checkbox"/> Outside packing facility |

2.31 Do you utilize an off-site packing/preparation facility? ☐ Yes ☒ No

If yes, indicate the most appropriate description:

- | | |
|--|--|
| <input type="checkbox"/> Museum property | <input type="checkbox"/> Commercial space contracted as needed |
| <input type="checkbox"/> Rented commercial space | <input type="checkbox"/> Other (specify) |

Indicate distance from your institution:

What is the mode of transportation between the two facilities?

Does a professional museum staff member always supervise packing/unpacking? ☒ Yes ☐ No

What is the title of the staff person responsible? Senior Curator

2.32 Where do you usually store loaned objects before they are installed? *(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.):*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Receiving room | <input type="checkbox"/> Exhibition galleries |
| <input checked="" type="checkbox"/> Exhibition preparation room | <input checked="" type="checkbox"/> Storage area |
| <input type="checkbox"/> In-house packing facility | <input type="checkbox"/> Outside packing facility |

2.33 Do you have a freight elevator? ☐ Yes ☒ No

Interior dimensions: L ___ W ___ Ceiling H

Load capacity:

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

Storage

2.34 Do you have a secured storage area for temporary exhibition objects?

☒ Yes

☐ No

Interior dimensions: L 120' W 40' Ceiling H 30'

Dimensions of door: H 6'8" W 80"

Is it: Separate from your permanent collection storage

☐ Yes

☒ No

Locked

☒ Yes

☐ No

Alarmed

☒ Yes

☐ No

Climate-controlled

☒ Yes

☐ No

(See Section 3 for detailed environmental information)

Who has access/keys? Director, Senior Curator, Collection Curator

How is access controlled? Key locks and card reader

2.35 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area?

(See Section 4 for detailed information on fire protection)

☒ Yes

☐ No

Describe: Smoke detectors; heat detectors; wet pipe preaction sprinklers;

2.36 Do you have a highly secured storage area for precious small temporary exhibition objects?

☒ Yes

☐ No

If yes describe: Thumbprint lock controlled - special collection room

2.37 Where do you store empty crates? ("x" all appropriate)

☒ On-premises

☐ Off-premises

If on-premises, is area:

☒ temperature-controlled

☒ pest-controlled

☒ humidity-controlled

If off-premises, is area:

☐ temperature-controlled

☐ pest-controlled

☐ humidity-controlled

3. ENVIRONMENT

Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed?

☒ Yes

☐ No

Is there a back-up system for your environmental control system?

☒ Yes

☐ No

If yes, how long can it operate? 2 hours+

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Exhibition Storage	Temporary Exhibition Gallery	Throughout Building
Centralized 24-hour temperature control system	x	x	x
Centralized 24-hour humidity control system	x	x	x
Centralized 24-hour filtered air	x	x	x
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Forced air w/reheat terminal boxes , individually controlled by zone according to variation in set points	
In temporary exhibition storage	Forced air w/reheat terminal boxes	

3.5 Are portable heating devices used anywhere in your facility?

☐ Yes

☒ No

If so, what kind and where?

3.6 Describe humidity control equipment:

	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage	Same	

3.7 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?

☒ Yes

☐ No

If yes, explain: Sigma-Aldrich potassium Chloride ACS reagents, 99.0-100.5%. The amount is 4 table spoons per 5 gal. of solution then pump meters during water fill cycle. This porcess is used to increase water conductivity.

ENVIRONMENT (cont.)

3.8 Who monitors and services the environmental systems?

- ☒ Staff
☒ On maintenance contract
☒ Called repair as needed

3.9 How often are the environmental systems monitored and serviced? Continuously by computer

3.10 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	70 +2 F	50 +-3%	70 +2 F	48 +-4%
In Fall/Winter	70 +2 F	50+- 3%	70 +2 F	48 +-4%

3.11 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	2 F	4%	2 F	4%
In Fall/Winter	2 F	4%	2 F	4%

3.12 Who responds to environmental control system problems?

- ☒ In-house personnel
☐ Other (please specify):
☐ Contractor

3.13 Are records of the variations in temperature and relative humidity kept? ☒ Yes ☐ No

3.14 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? ☒ Yes ☐ No

3.15 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Recording hygrothermographs	3	6 mo
Psychrometers	1	6 mo
Hygrometers	0	6 mo

3.16 Do you monitor and record temperature and relative humidity levels on a regular basis in:

- Temporary exhibition galleries? ☒ Yes ☐ No
 Temporary exhibition storage spaces? ☒ Yes ☐ No
 Display cases containing environmentally sensitive material? ☒ Yes ☐ No

If yes, by what means: ☐ Recording hygrothermographs
☒ Other (specify): RH indicators

Indicate frequency: Download every 2 weeks

Who is responsible for monitoring these levels? Engineer and Senior Curator

ENVIRONMENT (cont.)

3.17 Are the environmental conditions in temporary exhibition galleries: ("x" the most appropriate)

- ☐ Individually controlled
☒ All controlled as part of the entire building or with several other rooms

3.18 Are the temporary exhibition storage areas: ("x" the most appropriate)

- ☐ Individually controlled
☒ All controlled as part of the entire building or with several other rooms

3.19 How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?

Describe: A minimum of 12 feet away from any vents/units (Humidification is provided in mixed air from the air handler so there is no localized humidification).

Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("x" all appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Daylight | <input type="checkbox"/> Fluorescent |
| <input type="checkbox"/> Windows | <input type="checkbox"/> UV Filtered |
| <input type="checkbox"/> UV filtered | <input checked="" type="checkbox"/> Incandescent |
| <input type="checkbox"/> Equipped with shades or drapes | <input checked="" type="checkbox"/> Tungsten |
| <input type="checkbox"/> Skylights | <input type="checkbox"/> Iodide |
| <input type="checkbox"/> UV filtered | <input type="checkbox"/> Quartz |
| <input type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Other (specify) |

3.21 Do you have a light meter? ☒ Yes ☐ No

If yes, what type: Sylvania

Do you have a UV meter? ☒ Yes ☐ No

3.22 How low can you adjust your light levels (# of foot-candles)? 1 fc

3.23 Is your institution capable of building vitrines with special requirements upon request? ☒ Yes ☐ No

3.24 Are display cases equipped with dust filters? ☐ Yes ☒ No

3.25 Are display cases ever internally lit? ☒ Yes ☐ No

If yes, what type of lighting is used in the display cases ("x" all appropriate):

- ☐ Fluorescent ☐ Incandescent ☐ UV filtered ☒ Fiber optic

3.26 Are objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? ☒ Yes ☐ No

If yes, how: Passive vents. NB: Most cases are externally lit.

4. FIRE PROTECTION

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 and 4.2 and 4.15.

4.1 What is the fire rating of your building (e.g., A1)? A1

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? ☒ Yes ☐ No

If yes, indicate type (ion detectors, etc.): Smoke, heat

If no, describe areas not protected:

4.3 Do your institution's fire detection/alarm systems employ components listed by Underwriters Laboratories? ☒ Yes ☐ No

Are the systems installed according to UL standards? ☒ Yes ☐ No

4.4 Are all emergency exit doors equipped with alarms? ☒ Yes ☐ No

If yes, indicate type: Magnetic door locks and contacts to security station and UL approved central station

Do doors automatically unlock when a fire alarm is activated? ☒ Yes ☐ No

4.5 How are the systems checked? routine testing of system

By whom? Tulalip Tribes

How frequently? Bi-Monthly

4.6 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection	x	x
Self-activated smoke detection	x	x
Control panel	x	x
Manual pull stations	x	x
Water flow switches in sprinkler system		

4.7 Who does your fire alarm system alert? ("x" all appropriate)

- ☒ In-house central station (proprietary system)
- ☒ In-house audible devices
- ☒ Local fire station—direct line
- ☐ UL/FM-approved central station (specify company)
- ☐ Other (specify)

FIRE PROTECTION (cont.)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received, stored** and **exhibited**: ("x" all appropriate)

Sprinklers

	Received	Stored	Exhibited
Wet pipe	x	X	X
Dry pipe			
Delayed action			
Pre-action	x	x	x
Other			

Location(s): exhibition prep room, receiving room, temporary exhibition galleries, temporary exhibition storage room Collections facility

Year installed 2008

Are the staff and guards trained in shut-off procedures?

☒ Yes

☐ No

Gaseous fire suppression systems

	Received	Stored	Exhibited
Halon			
Clean agent			
Other			

Location(s)

Year installed

Fire hose cabinets per
local fire code

Received	Stored	Exhibited
x	x	x

Are fog nozzles installed?

☐ Yes

☒ No

Portable fire
extinguishers

Received	Stored	Exhibited
x	x	x

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) Dry chemical type A,B,C

4.9 How often are portable extinguishers tested? yearly

4.10 How frequently is the staff trained in the use of portable fire extinguishers? annually

4.11 In what areas and under what conditions is smoking allowed in your building? none

4.12 How far is your institution from the local fire station? 3/4 mile

4.13 How long does it take the fire department to arrive at your facility in response to an alarm? 5-8 minutes

4.14 How far is your building from the nearest fire hydrant? 30 feet

FIRE PROTECTION (cont.)

4.15 Is your local fire station staffed 24 hours a day? ☒ Yes ☐ No

What is the town class number for the fire department? (NB 4, NB 5, NB 9)? NB 3

Is there an on-site fire brigade? ☐ Yes ☒ No

Has the fire department visited your facility and met with you to pre-plan a course of action should a fire occur at your facility? ☒ Yes ☐ No

Date of the last visit by the fire department for pre-planning: April 2009

4.16 Do you have an established fire emergency procedure? ☒ Yes ☐ No

If yes, how frequently is the staff trained in this procedure? Annually, quarterly for Security and Facilities

5. SECURITY

Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)?

☐ Yes

☒ No

If no, would your institution be willing to hire additional guards, if required?

☒ Yes

☐ No

5.2 What type of security personnel does your institution utilize? ("x" all appropriate)

☒ Security employees of your institution

☒ Other staff

☐ Contractors from an outside service company

Name of company

☐ Students

☒ Volunteers/docents

☐ Other (specify)

5.3 Do you have a trained security supervisor in charge at all times?

☒ Yes

☐ No

5.4 Are your security personnel specially trained for your facility?

☒ Yes

☐ No

If yes, briefly explain the extent and duration of their training: Trained in electronic physical security system operation and response; response to fire, theft, natural disasters, medical emergency, hazardous materials, earthquake. 40 hrs. on-site training before solo shifts.

5.5 Are your guards ("x" all appropriate)

☐ Armed?

☒ Radio-equipped?

☒ Pager-equipped?

☒ Phone-equipped?

☐ Other (specify)

5.6 Do you conduct background checks on guards prior to hiring?

☒ Yes

☐ No

Do you perform honesty testing on prospective or new employees?

☐ Yes

☒ No

Do you perform background checks on prospective or new employees?

☒ Yes

☐ No

5.7 Indicate the number of guards normally on duty:

	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)	0	2-3 weekends, 2-3 weekdays	0	1
When closed to the public, but open to staff	0	1-2	0	1
During closed hours	0	0	0	0

5.8 How many galleries are assigned to each guard? all

5.9 Is a guard assigned during installation and deinstallation?

☐ Yes

☒ No

If no, can one be, if required?

☒ Yes

☐ No

How is access restricted during installation and deinstallation of temporary exhibitions? Locked doors and controlled access, unless more stringent measures are required by loan agreement.

SECURITY (cont.)

5.10 How often are temporary exhibition galleries checked when closed? Irregular checks; galleries locked during non-public hours

By whom? Security

How is the frequency of these checks ensured (e.g., checkpoint system, etc)? Checked at closing, rechecked before exiting building - motion detectors, computerized monitoring

5.11 How often are "checklist" checks made of the objects in temporary exhibitions? As required by loan agreement; for high security exhibits, at each shift change

Who is responsible for these checks? Security officer. Q5.12: Yes, as required by loan agreement

5.12 Do you make a photographic record of objects within each temporary exhibition gallery?

☒ Yes ☐ No

5.13 Do you maintain records on internal movement and relocation of borrowed objects? ☒ Yes ☐ No

5.14 Are security personnel stationed at all entrances and exits to the building during open hours?

☐ Yes ☒ No

If no, explain: One at main entrance; one at loading dock when in use.

5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of museum objects from the building: Director of Senior Curator

5.16 Is every object entering or leaving the building signed in and out by security personnel?

☐ Yes ☒ No

5.17 Are the contents of bags, briefcases, etc. checked upon entering and exiting?

☐ Yes ☒ No

Is there a handcarry size restriction?

☒ Yes ☐ No

If yes, what is it? 11 x 15 x 3 in.

What is your policy on use of tripods in temporary exhibition galleries? 5.17: bags not allowed in galleries. Tripods: generally forbidden; allowed by press under staff supervision

5.18 Do you have a sign-in/sign-out procedure for guards and after-hours personnel?

☒ Yes ☐ No

5.19 How many staff members have keys to exterior doors?

Specify positions/titles:

5.20 Are exterior perimeter checks of the building carried out?

☒ Yes ☐ No

If yes, by whom and how frequently? Security Chief; Security Officers, 1 per hour

SECURITY (cont.)

5.21 Do your staff (paid and volunteer) and special guests wear identifying badges when in non-public areas of your building?

☒ Yes

☐ No

5.22 Do you have an emergency response plan?

☒ Yes

☐ No

Do you have a disaster recovery plan?

☒ Yes

☐ No

Please list the date of the last revision **for each**:

If your institution utilizes such plans, how frequently is the staff trained in their implementation?

Annually; security staff quarterly

5.23 What emergency procedures are observed in the case of theft or vandalism?

Police report, FBI Art Theft, Incident reports filed by staff, Interpol

Physical and Electronic Systems

5.24 Do you have an electronic security alarm system in operation throughout the building?

☒ Yes

☐ No

If no, specify which areas are **not** protected:

5.25 What types of detection equipment are in operation ("*x*" all appropriate)

☒ Magnetic contacts

☒ Photo electric beams

☒ Ultrasonic motion detectors

☒ Sonic sensors

☒ Break glass sensors

☐ Other (specify) ____

☐ Microwave motion detectors

☒ Passive infrared motion detectors

☐ Pressure mats on switches

☒ Closed circuit TV

☐ Water detection devices

5.26 Is your institution's security system certified by Underwriters Laboratories?

☒ Yes

☐ No

Are its components listed by UL?

☒ Yes

☐ No

5.27 Where does your detection system sound an alarm? ("*x*" all appropriate)

☒ Proprietary central station

☒ Local audible alarms

☒ Local police--direct line (*if ALL systems do not automatically register at the police station, indicate which ones do not*) Only the panic button (admissions, store) registers at police station; all other alarms

are monitored at the Alarm Center

☐ UL/FM central station (*specify company*)

☐ Other (*specify*)

SECURITY (cont.)

5.28 Do exterior doors open directly into the temporary exhibition area? ☐ Yes ☒ No

If yes, indicate locking mechanism:

5.29 Are there windows in the temporary exhibition area? ☐ Yes ☒ No

If yes, what type of physical security (e.g., bars, gates, mesh) protects them?

5.30 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? ☒ Yes ☐ No

If no, explain:

5.31 How are your security systems tested? Walk test and computer monitoring

How often? Daily

Who undertakes these tests? Security Chief

5.32 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? ☒ Yes ☐ No

If yes, how frequently? Weekly-

5.33 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? ☒ Yes ☐ No

Who is responsible for keeping these records? Security Chief

5.34 How are fragile, small or extremely valuable objects protected?

Check all appropriate:

- ☒ Acrylic vitrines
- ☐ Glass vitrines
- ☒ Wall/permanent cases
- ☒ Free-standing cases (*specify construction*): Acrylic tops, wood bases
- ☒ Locked cases
- ☐ Cases secured with exposed screws
- ☐ Cases secured with covered screws
- ☒ Cases secured with security screws
- ☐ Cases with sealed seams
- ☒ Alarmed cases (*specify type*) Some audible alarms
- ☐ Other (*specify*)

If none of the above, is your museum willing to borrow or construct secure cases? ☒ Yes ☐ No

SECURITY (cont.)

5.35 How are small wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.) Security plates

5.36 What hardware is used to hang large, framed works? Florette hangers for moderate size; eyebolts or wood cleats for large items

5.37 Can framed objects be individually alarmed, if required? ☒ Yes ☐ No

5.38 Indicate methods utilized to deter public access to large exposed objects: Ropes on stanchions, low plexi walls, signs. Depends on item and security requirements.

6. HANDLING AND PACKING

6.1 Do you have personnel available for loading and unloading?

☒ Yes

☐ No

If yes, how many? 3-4

6.2 Do you have staff specially trained to pack and unpack objects?

☒ Yes

☐ No

If yes, how many? 3

Supervised by whom? Senior Curator

What type of training is provided? Discussion, presentation, practicum

Do volunteers or interns handle borrowed objects?

☒ Yes

☐ No

If yes, how are they trained and who supervises their work? Object handling seminars, workshops and practicums- supervised by Senior Curator

6.3 Are written incoming and outgoing condition reports made on all objects?

☒ Yes

☐ No

If yes, by whom? Assistant Curator

6.4 When do staff use gloves for handling objects? When handling most all objects (few exceptions, e.g. smooth glass, ceramics).

6.5 Is matting and framing carried out by your staff?

☒ Yes

☐ No

If no, indicate by whom:

6.6 Does your institution have a van or truck appropriate for transporting loan objects?

☒ Yes

☐ No

If yes, provide dimensions of:

Door (H __ W __)

Interior (L __ W ____ Ceiling H ____)

Is the vehicle ("x" all appropriate):

☐ Air-ride

☐ Climate controlled

☐ Equipped with an alarm system

☒ Equipped with movable straps

☐ Equipped with lift gate

6.7 For the movement of objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

Company Name	Contact Individual	Telephone Number
Artech, Inc.		206-728-8822
Art Work Fine Art Services, Inc.		888-771-2680

7. INSURANCE

7.1 Which company provides insurance for your institution? Tulalip Tribes

Broker's name: _____

Address: _____

Telephone number: _____

Fax number: _____

7.2 How long have you carried insurance with this company? _____

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

- ☒ All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- ☒ Coverage against burglary and theft
- ☒ Coverage against fire
- ☒ Coverage against rising water and water damage
- ☒ Coverage against natural disasters (i.e., earthquake)
- ☒ Coverage against mysterious disappearance
- ☒ Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans? None

7.5 What are the deductible limits of coverage for borrowed objects? \$0

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)?

☐ Yes

☒ No

If yes, state the date of damage or loss, circumstances and cause, extent of the damage or loss, whether there was litigation or subrogation to determine blame or negligence (add additional sheet, if necessary).

N/A

What precautions have now been undertaken to prevent any further incidents?

N/A

8.1 List several temporary exhibitions you have recently hosted:

8.1 List several temporary exhibitions you have recently hosted:

[illegible]

8.2 List other institutions you have borrowed from recently:

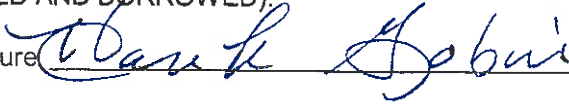
[illegible]

9. ADDITIONAL INFORMATION AND COMMENTS

10. VERIFICATION AND RESPONSIBILITY

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Signature



Typed Name Hank Gobin

Title Museum Director /Cultural Resources Manager

Date 11/17/09

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date